

Administering a Patient's IVP/IVPB Medications

Preparing to Administer IVP or IVPB Medications



TIP:

If the number of medications that need to be administered is greater than the VDL can display, use the Scroll Bar to view all of them.

The instructions listed in this section describe how to change the Virtual Due List Parameters (Start and Stop Date/Time) and Schedule Types on the patient's VDL, along with the process for scanning the patient's active IV Push, IV Piggyback, and intermittent syringe medications.

Viewing a Patient's Active IVP/IVPB Medications

The “view” or active window shown below, displays when you select the IVP/IVPB Medication Tab on the VDL.

Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

Note: The IVP/IVPB Medication Tab provides an “alert light” which turns **GREEN** *only* when the patient has active medication orders associated to them. When you click a “lit” Tab, BCMA displays the patient's active medication orders on the VDL — for the selected timeframe only. This safeguard is provided, along with the Missed Medications Report, to ensure that all IV Push, IV Piggyback, and intermittent syringe medications that are due are given to the patient in the correct dosage and on time.

Example: BCMA VDL for Active IV Push and IV Piggyback Medications

The screenshot shows the BCMA VDL window for patient MONTANA, JOHNNY (MALE). The window includes fields for SSN, DOB, Height, Weight, and Location. It also displays Virtual Due List Parameters (Start Time, Stop Time) and Schedule Types (Continuous, PRN, Qd/Call, One-Time). The ALLERGIES section shows no allergy assessment and no ADRs on file. The Medication/Solutions table lists two medications: AMPICILLIN INJ and FUROSEMIDE INJ SOLN. The Infusion Rate column shows 'INFUSE OVER 20 MIN MIN., Q4H' and '20MG/2ML BID'. The Route column shows 'IV' and 'IVP'. The Admin Time column shows '06/10/0900'. The bottom status bar indicates the scanner is 'Not Ready' and the patient's name is 'URSO, EDDIE'.

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route	Admin Time
		C	AMPICILLIN INJ AMPICILLIN 50 GM DEXTRORSE 5% IN N. SALINE 1000 ML	INFUSE OVER 20 MIN MIN., Q4H	IV	06/10/0900
		P	FUROSEMIDE INJ SOLN FUROSEMIDE 10MG/ML 10ML INJ For Congestion	20MG/2ML BID	IVP	



TIP:

Press F10 or click the IVP/IVPB Medication Tab to display active medication orders under this Tab.

Note: The Medication Order Display Area now includes the Medication/Solutions and Infusion Rate columns.

Administering a Patient's IVP/IVPB Medications

Preparing to Administer IVP or IVPB Medications (cont.)



TIP:

The Start and Stop Time Parameters are set to the "Default Times from NOW" settings in the GUI BCMA Site Parameters application.



TIP:

You can expand (or restrict) the number of active IVP/IVPB medications, that display on the VDL, by changing the default Start and Stop Times in the Virtual Due List Parameters area.

Changing the Virtual Due List Parameters

The VDL Parameters is the functional timeframe during which you can administer medications to a patient before or after the scheduled administration time. For many medical centers, this timeframe is defined as two hours.

Once you use BCMA, these Parameters become your default settings. For example, when you change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the VDL, these settings are retained in your user parameters and become the default settings each time you log on to BCMA. You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* [PSB USER PARAM RESET] option in CHUI BCMA.

Note: The VDL Start and Stop Times display in one-hour increments, from the top of the nearest hour. For example, 1:15 displays as 1:00 and 1:45 displays as 2:00. You can expand the time range 12 hours before and 12 hours after NOW.

To Change the Virtual Due List Parameters:

- 1 In the patient's VDL, select the Start and Stop Times in the Virtual Due List Parameters area. The VDL automatically refreshes and displays active medications for the newly selected administration window.

Keyboard Only Users: Press **TAB** to access the Virtual Due List Parameters area and to move among the Time fields.

Example: VDL Parameters Area on VDL

Hist	Allergies	CPRS Med Order
Virtual Due List Parameters:		
Start Time:		Stop Time:
03/19@1200		03/19@1400

- 2 Now you are ready to select the Schedule Types of IV Push or IV Piggyback medications that you want to display on the VDL.

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Preparing to Administer IVP or IVPB Medications (cont.)



TIP:

A **GREEN** "alert light" indicates that a medication order exists for the Schedule Type selected within the respective start/stop date and time, and a **GRAY** "alert light" indicates that a medication order does *not* exist.

Changing Schedule Types on the VDL

You are now ready to select the Schedule Types of the active IV Push or IV Piggyback medications that you want to display on the VDL. You can choose all Schedule Types available, or just specific ones.

The abbreviation for each Schedule Type is listed as follows in the Type column of the VDL:

- C (for Continuous)
- P (for PRN)
- OC (for On-Call)
- O (for One-Time)

Note: Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

To Select Schedule Types That Display on the VDL:

- 1 In the Schedule Types area of the VDL, select the check boxes that apply to the types of medication orders that you want to display on the VDL for this patient. You may select all of the check boxes or just specific ones.

- If a checkbox is selected for a Schedule Type that you do *not* want displayed, click on it to deselect it.

Note: You can automatically display PRN medication orders when the VDL is first opened by selecting the PRN check box in the "Include Schedule Types" area of the GUI BCMA Site Parameters application.

Keyboard Only Users: Press **TAB** to access the Schedule Types area and the **ARROW** keys to move among the Schedule Types. Use the Spacebar to select (check) a Schedule Type.

Example: Schedule Types Area of VDL

Schedule Types:			
<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	OC
<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>	O

- 2 Now you are ready to scan the patient's active IV Push or IV Piggyback medications.

Administering a Patient's IVP/IVPB Medications

Scanning and Verifying Medication Information



TIP:

If the Scanner Status Indicator is **RED**, click in the Indicator field to activate the **GREEN** Ready Light *before* scanning a medication bar code.



TIP:

You do *not* have to highlight an active IVP or IVPB medication order on the VDL before scanning the Drug IEN Code or the Unique Identifier Number.

Now you are ready to scan (and verify) the patient's active IV Push and IV Piggyback medications and to officially begin the medication administration process.





To Scan and Verify Medication Information:

- 1 At the patient's VDL, scan the bar code on the patient's medication. BCMA briefly displays the medication Drug IEN Code or the Unique Identifier Number in the Scan Medication Bar Code field. BCMA processes the scan, and then displays screens related to the medication order.

Note: If the medication bar code is missing or unreadable, right click on the medication to select the Drug IEN Code command or the Available Bags command from the Right Click drop-down menu, and to display the IEN Code or Unique Identifier Number. Enter this code/number manually into the Scan Medication Bar Code field on the VDL to start the validation process.





Keyboard Only Users: Press **TAB** to move to the Scan Medication Bar Code field, or Scanner Status Indicator field, at the bottom of the VDL.

Example: Scan Medication Bar Code Field With Drug IEN Code Entered

 Unit Dose	 IVP/IVPB	 IV
Scanner Status:	 Ready	Scan Medication Bar Code: 1478

— OR —

Example: Scan Medication Bar Code Field With Unique Identifier Number Entered

 Unit Dose	 IVP/IVPB	 IV
Scanner Status:	 Ready	Scan Medication Bar Code: 746V377

Administering a Patient's IVP/IVPB Medications

Administering a PRN Order



TIP:

If no administration times are listed in the Medication Log dialog box, the patient has *not* received any previous doses.



TIP:

The Med History button displays the Medication History Report for the orderable item listed in the dialog box.

The Medication Log dialog box, provided below, displays when you administer a PRN medication to a patient. BCMA checks for an active order, and then displays the last four “actions” for the same orderable item (*not* the medication), the date/time of each action, the schedule type, the reasons that the selected PRN medication was administered to the patient, and the number of units given to the patient.

To Administer a PRN Order:

- 1 In the Select a Reason drop-down list box, select a site-defined reason that indicates why you are administering the PRN medication to the patient.

Keyboard Only Users: Use the **ARROW** keys to locate and select (highlight) a Reason in the drop-down list box.

Example: Medication Log Dialog Box for PRN Administration

The screenshot shows the 'Medication Log' dialog box. It contains the following fields and sections:

- Active Medication:** ACETAMINOPHEN TAB
- Dispensed Drug:** ACETAMINOPHEN 325MG TAB
- Special Instructions/Information:** (Empty text area)
- Last Four Actions:** A table with 5 columns: Date/Time, Action, Type, Reason, and Units Given.

Date/Time	Action	Type	Reason	Units Given
5/2/2003@1249	GIVEN	PRN	Fever	1
2/7/2003@1102	GIVEN	CONTINUOUS		1

Below the table is a 'Select a Reason:' dropdown menu with the following options: Diarrhea, Elevated Blood Sugar, Fever, Nausea, Pain. To the right of the dropdown is a note: '* Units Given do not display in the table above for orders with multiple dispensed drugs.'

At the bottom right are three buttons: OK, Cancel, and Med History.

Administering a Patient's IVP/IVPB Medications

Administering a PRN Order (cont.)



TIP:

The "G" disappears from the Status column after you refresh the VDL, or close the VDL after administering a PRN medication to the patient.

To Administer a PRN Order: (cont.)

- 2 Click **OK** to accept your selection and return to the patient's VDL. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

- 3 Continue administering active IV Push or IV Piggyback medications to the patient.

Administering a Patient's IVP/IVPB Medications

Recording the Effectiveness of a PRN Medication



TIP:

You can enter the Effectiveness for a PRN medication *only* if an administration has a status of "G" (for Given).



TIP:

You can quickly access the PRN Effectiveness Log by highlighting a medication on the VDL, and then selecting the PRN Effectiveness command from the Right Click drop-down menu.

After administering a PRN medication to a patient, you can record the effectiveness of the medication for the patient and view the related information on the PRN Effectiveness List Report.

The PRN Effectiveness Log dialog box lists the orderable item, units given, administration date/time, reason the PRN medication was given, medication administrator, and the patient's location in the hospital.

To Record the Effectiveness of a PRN Medication:

- 1 Select (highlight) the PRN medication on the VDL for which you want to record Effectiveness comments.
- 2 Select the PRN Effectiveness command from the Due List menu. The PRN Effectiveness Log dialog box displays with the patient's medication information listed at the top of the box, under the Selected Administration section, and all PRN medication administrations displayed in the PRN List table.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **P** to select the PRN Effectiveness command.

Example: Recording an Effectiveness for a PRN Medication Highlighted on the VDL

Status	Ver	Type	Drug IEN Code	Sort By	Refresh	F5	Infusion Rate	Route	Admin Time	
							SALINE 1000 ML	INFUSE OVER 20 MIN MIN., Q4H	IV	06/09@1700
							L 10ML INJ	20MG/2ML, BID	IVP	

Double click on the PRN Effectiveness Activity to document ALL PRN medication orders needing effectiveness comments.

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Recording the Effectiveness of a PRN Medication (cont.)



TIP:

The Med History button displays the Medication History Report for the orderable item listed in the "Selected Administration" section of the dialog box.



TIP:

After you submit your comments *and* the VDL is refreshed, BCMA updates the count for the PRN Effectiveness Activity in the BCMA Clinical Reminders marquee.

To Record the Effectiveness of a PRN Medication: (cont.)

- Under the PRN List table, highlight the medication for which you want to enter an Effectiveness comment. Use the scroll bar, as needed, to view every PRN medication in the table. Once selected, the "Selected Administration" section of the dialog box populates with information about the administration.

Keyboard Only Users: Use the **ARROW** keys to locate and select (highlight) a PRN medication in the list box.

- Under the PRN Effectiveness Comment section, enter the effectiveness of the medication given to the patient, a "Comment" (free text), up to 150 characters in length.

Example: Entering an Effectiveness Comment for a Selected PRN Medication

PRN Effectiveness Log

Selected Administration

Active Medication: ACETAMINOPHEN
Dispensed Drug:
ACETAMINOPHEN 325MG TAB

Special Instructions:

Enter a PRN Effectiveness Comment: (150 Characters Maximum)

OK Cancel Med History

PRN List (Select administration to document):

Orderable Item	Units Given	Administration Time	Reason Given	Administered By	Location
ACETAMINOPHEN		5/2/2003@1249	Fever	URSO, EDDIE	7A GEN MED 7...

Exit

- Click **OK** to file your comments for the orderable item highlighted. Continue documenting other PRN administrations starting with step #3, or proceed to step #6.

Keyboard Only Users: Press **TAB** to activate the OK button, and then press **ENTER** to continue.

- Click **EXIT** to submit your comments and return to the patient's VDL. Your comments are available on the PRN Effectiveness List Report.